Study Island Administrator Handbook

How to Get Started Using the Program

2008-2009

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Dear Administrator,

Welcome!

Thank you for purchasing Study Island. To ensure success in using this program, we have developed this user manual. In the pages that follow, you will find an explanation of your duties as administrator.

Please keep in mind, we are here to help if you ever run into a problem or have a question. Technical support is included with your purchase, so please feel free to call us at 800.419.3191, email us at support@studyisland.com, or click on the "Live Support" link located at the top left corner of the Admin Page.

Sincerely,
Study Island Support

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Getting Started

Step 1: Choose a Study Island Administrator

The first step in getting started is to designate one staff member to be the Study Island Administrator for your school. (To manage multiple schools from one login, you may want to obtain a "District Login." Please do so by calling our Customer Relations team at 800.419.3191.) The general roles of the Administrator are to register the students and teachers into the program, update the roster as needed, and to handle the administrative settings of the program located on the Administration Page. There is exactly one Administrator per school building. Usually, the Administrator is a teacher or lab coordinator who is comfortable using a computer and the Internet and who also has an interest in the school's state test performance. If there is absolutely no one who fits this description, the Administrator can also be the principal. Once the Administrator is selected, he or she should be the one who continues with these instructions.

Step 2: Register Your Students and Teachers

As the Administrator, locate the Administrator username and password. This may be printed inside the front cover of this manual, or you may have received an email with this information. If you cannot locate it, please call 800-419-3191 to retrieve it. This is a special username and password that allows you to access all student and teacher records. You can change the username and password at any time by clicking My Attributes on the left side of the screen. To keep the administrative settings secure, we do not recommend sharing the Administrator login codes with anyone except the designated Administrator and the principal of the school.

Each student and teacher will need a unique username and password. The Administrator is responsible for registering users for your school. There are two ways to register your users. Option 1 is suitable if you do not have a large number of students and teachers to register. Option 2 would be more appropriate if you are planning on registering a large amount of users.

Option 1: Register Users Individually:

1. In your web browser, go to http://www.studyisland.com.

2. Locate your Admin username and password and enter them into the corresponding fields on the left side of the Study Island homepage under "Members Login". When finished, click on the "Login" button.

3. Upon logging in, you are taken to the Admin Page. On the Admin Page, click the "Add Users" button located at the top of the page in the "Administrator Functions" box.

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4. Register each user by filling out the form and then clicking the "Add User" button. You **must** pick a unique username for each user. All usernames must be unique in the Study Island database so that statistics can be created for each student. If you try to register a student and you find that a particular username has already been taken, another student (possibly even from a different school) already has that username.

We recommend adding a school identifier, such as @MHS, or .tigers to your usernames. Using an extension such as your school's name or mascot helps make every username unique in the Study Island system.

We recommend using the same password for all students and checking the "force change of password upon login" option. This will help prevent students from logging in as other users. The students will be prompted to choose their own password upon logging in for the first time. The administrator and teachers will have access to the updated information via the "Printable User List" link in case a student forgets his/her new password.

To complete the registration process, click on the button that says "Finished Adding Users."

5. After you are finished registering all of the students and teachers, go to "Step 3: Distribute Usernames and Passwords" on page 8.

Option 2: Register Users Via Database File:

1. Create a separate database file for students and for teachers.

Rules for the database files:

The following database file types are supported:

- Microsoft Excel
- Comma delimited text file

Your database file should contain the following fields which are NOT case-sensitive:

- **FirstName** – the first name of the user
- **LastName** – the last name of the user
- **Grade** – the grade level of the user. Must be one of the following: (K,1,2,3,4,5,6,7,8,9,10,11,12)
- **Username** (optional) – the username for the user. Each username **must** be unique, so keep this in mind if you are creating your own usernames. If you do not include this field in the database file, the Study Island system will create a default username for each student. You will be able to choose the format of your default usernames as a step in the upload process. There are several options available for the default usernames. These might look something like a.lastname@suffix, where "a" is the first initial of the student, and "suffix" is anything from the name of your school to your mascot. The suffix is designed to help make each username unique in the Study Island database.
- **Password** (optional) – the password for the user. If this field is omitted, you will later have the option to choose a default password which will be applied to all users. We recommend checking "Force Reset of Password" so that the students will be forced to pick a new password the first time they login.

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- **SIS Primary Key** (optional) - if your school's Student Information System has a unique ID number for each student, you can include it in the database file. This is optional but will allow you to upload a complete student list each year without duplicating existing users.

- **Homeroom** (optional) – the homeroom class for the student. If you include a Homeroom column on your spreadsheet, the program will automatically set up a class with that title and put the students into that class. Please note that the admin will need to assign an 'Owner' to the class, and students can only be put into one (1) class each during the import process.

- **Other Optional Database Fields** (for reporting purposes only) – Subpopulation information such as Gender, Ethnicity, Economically Disadvantaged, Title I, Migratory Student, Gifted/Talented, Special Education and LEP/ELL can also be included in your file. Although these are optional fields, including them in your file will allow you to run several reports that will include statistics based on these categories.

Example Excel User Database File (required fields only):

FirstName	LastName	Grade
Jeff	Morgan	3
Sarah	Roberts	4
Pete	Johnson	4
Susie	Jones	3

Spreadsheet Tips:

~ Make sure that there is no formatting in the file, including borders or hidden columns.
~ Make sure there are no empty fields within the file. Also, make sure to only use the first worksheet in the workbook.
~ There is a maximum of 1000 users per import. If you have more then 1500 students, you will need to create an additional file.
~ Students and teachers must be on separate files.

2. In your web browser, go to http://www.studyisland.com.

3. Locate your Admin username and password, and login on the left side of the Study Island homepage under "Members Login".

4. Once the page loads, you will be on the Admin Page.

5. At the top of the Admin Page, in the Administrator Functions box, click on the "Import Users" link.

6. Once the page loads, click the "Browse" button to locate and select the database file you wish to upload, and select whether you are uploading an Excel file or a comma delimited text file. Click the "Upload Database File" button.

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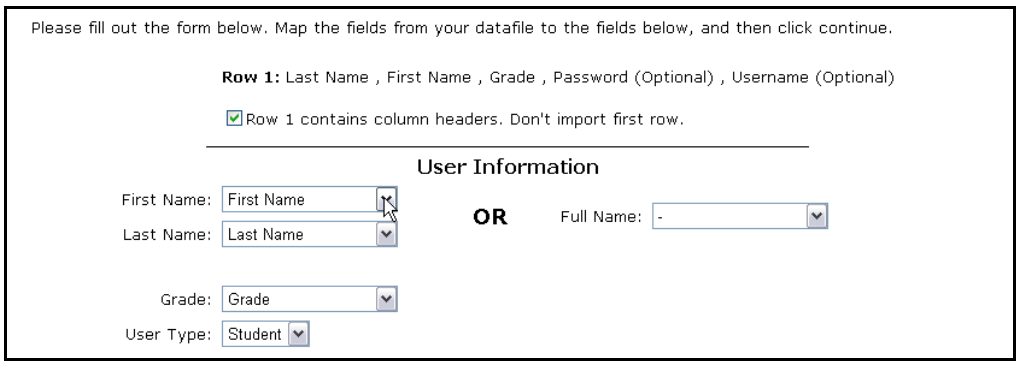
7. On the next page, fill out the "User Information" section. (Refer to the example below.)

   - If you have separate columns in your database file for the students' first and last names, use the dropdown boxes by "First Name" and "Last Name." Click on the dropdown box and select the column heading that corresponds with "First Name" and "Last Name."

   - If you have a column with the students' full names, instead select the box that says "Full Name." Click on the dropdown box and select the column heading that corresponds with "Full Name."

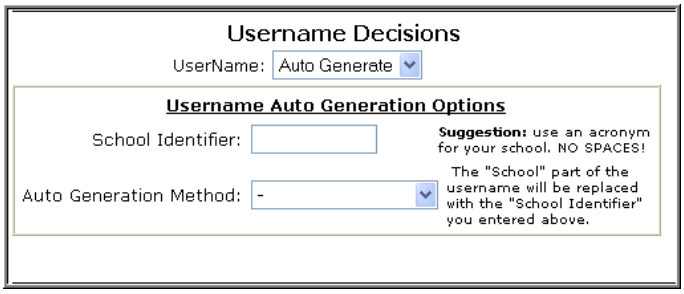

Please fill out the form below. Map the fields from your datafile to the fields below, and then click continue.
Row 1: Last Name , First Name , Grade , Password (Optional) , Username (Optional)
Row 1 contains column headers. Don't import first row.
User Information
First Name: First Name
Last Name: Last Name
OR
Full Name: -
Grade: Grade
User Type: Student

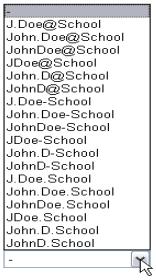
8. For the "Grade" box, select the column heading that corresponds with the grade level for each student. For "User Type" select "Student" if you are registering students, and select "Teacher" if you are registering teachers.

9. Next, it's time to make decisions concerning your usernames. (Refer to the example below.)

   - If you did not enter a column for usernames in your database, select "Auto Generate" in the dropdown box next to "UserName" and type in the "School Identifier" you wish to have at the end of everyone's username. (Note: Most schools choose their school's name, initials, or mascot to make it easy for the students to remember.) Next, click on the dropdown box next to "Auto Generation Method" and choose the format in which you would like all of the usernames to be.

   - If you created a column for usernames in your database file, click on the "UserName" dropdown box to select the column name that corresponds with the username field in your file.


Username Decisions
UserName: Auto Generate
Username Auto Generation Options
School Identifier:
Suggestion: use an acronym for your school. NO SPACES!
Auto Generation Method: -
The "School" part of the username will be replaced with the "School Identifier" you entered above.



10. Next, determine the passwords for the students. (Refer to the example on the following page.)

    - If you have a column for passwords in your database file, click on the dropdown box next to "Password" and select the column heading that corresponds with the passwords in your file.

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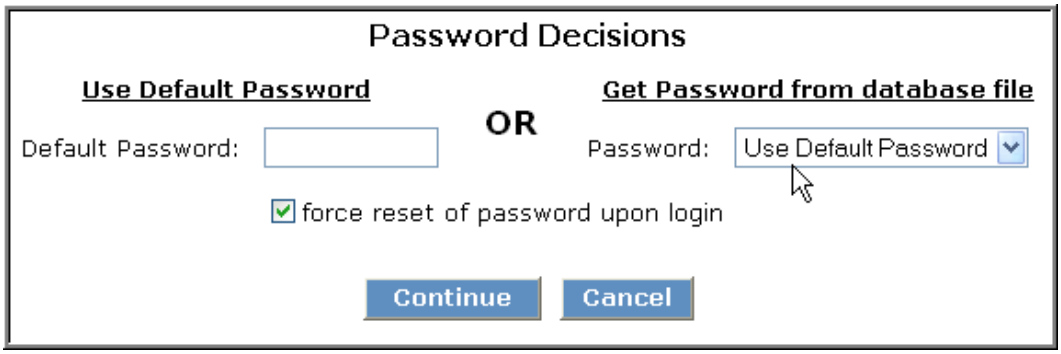
- If you did not create a password for your students in the database file, type a generic password in the box next to "Default Password" and choose Use Default Password in the dropdown box by "Password". This generic password will be assigned to all students.

  We recommend using the same password for all students and checking the "force change of password upon login" option. This will help prevent students from logging in as other users. The students will be prompted to choose their own password upon logging in. The administrator and teachers will have access to the updated information in case a student forgets his/her new password.

- When you are finished with this page, click the "Continue" button.



11. The next page will ask you to map any optional fields included in your file, such as the SIS primary key, gender, etc. **If you did not include optional fields such as SIS primary key, gender, etc in your file, please click "Next" and skip to step #12.** If you have included optional fields, the next screen may ask you to map what the values in each column mean. For example, if in your file you have marked an "X" next to students that are involved in the Special Education program and left the other students blank, you may need to map what that means for our system by selecting a Study Island value for each. When you have finished mapping, click "Next".

12. Next you will see a preliminary list of the usernames and passwords. This page is for your review and correction if needed. The students are **NOT** registered yet. In order to complete the registration process, click "Register Users" at the top of the page.

***If you need help creating or uploading a file, please contact our Support team at 800.419.3191 and we will help walk you through the registration process.**

Step 3: Distribute Usernames and Passwords

After you are finished registering the students, you need to distribute the usernames and passwords to the teachers and students. The easiest way to do this is to print off a list of usernames and passwords by logging in as the Administrator and clicking the "Printable User List" link located in the "Administrator Functions" box. You can print this list directly from the web browser and distribute it to teachers and even leave a copy of the list in the computer lab. Teachers can also find the Printable User List at the top of the School Stats page.

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Step 4: Print the Teacher Instructions and Distribute to Teachers

Locate the Study Island Teacher Instruction Sheet on page 20 of this manual. Make copies of these sheets and distribute them to the teachers who will be using Study Island. If teachers need to print off a copy themselves, they can do so online by logging into the program and clicking on the "Help" link located in the top right corner of the screen. Also located on the "Help" link are beginning of the year implementation ideas, frequently asked implementation questions, and other helpful information for teachers.

Step 5 (optional): Arrange Students into Classes

Teachers have the ability to set up their own classes, however, the administrator can also set up classes for them. See the "Creating Classes" section on page 18 of this manual for detailed instructions.

Step 6 (optional): Setup Automatically E-mailed Reports

Every week a summary report of student progress is emailed to teachers and administrators whose e-mail address is on the weekly report recipient list. It is a good idea for the administrator to make sure the proper e-mail addresses are on this list. To view this list, login to Study Island and click the "School Stats" link. Once on the "School Stats" page, click the "Emailed Report Manager" button at the top to edit the weekly report recipient list.

On the "School Stats" page, detailed reports of student progress can be generated. At the top of each report there is a button that says "Automatically Email Report." By clicking this button, teachers can register to periodically receive the report via e-mail. Even though teachers can do this themselves, the Administrator may choose to generate reports for teachers and sign them up to receive the reports via e-mail.

You can even generate Individual Student Reports and add the parent's e-mail so the parent receives the report via e-mail periodically. Please note that no other reports should be sent to parents as they contain information on students other than their own.

Step 7 (optional): Hold a Teacher Information Session

Many Study Island Administrators like to conduct an information session with the teachers to explain how to use Study Island and to answer any questions teachers may have concerning how to use the program. It is a good idea to read through the Reference Manual as well as login to Study Island and experiment as a teacher and as a student before the information session.

Step 8 (optional): Distribute a Letter to the Parents

If you would like to distribute a letter to parents, there is a sample letter included on pages 27 and 29 of this manual, just after the reference section. There is also a take-home brochure.

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Administration Page

Below you will find snapshots of the various menus on the "Admin Page" followed by an explanation of the different functions and settings. To access this page, you will need to login with the admin username and password. Remember, you are the only one who will have access to this page and these features, so you may want to familiarize yourself with these items.

Administrator Functions			
Documentation	Add Users	Adjust Student Difficulty	Reset High Scores
Printable User List	School Info	Alter Subjects	Restrict Access
Software Add-Ons	Import Users	Export Users	Export Stats

Documentation

This is an electronic copy of this "Administrator Handbook" and the "Reference Manual."

Add Users

This function allows the Administrator to add students and teachers throughout the school on an individual basis. Please see the preceding "Getting Started" section on page 4 for complete instructions.

Adjust Student Difficulty

In order to complete the program, students must "pass" each topic within a subject (for example: Rounding Numbers within the 4th grade math section). To pass a topic, a student must achieve a specified percentage correct while having attempted a minimum number of questions.

Option 1 – Adjust Passing Parameters: The "Adjust Passing Parameters" feature enables you to adjust the percentage that a student needs to achieve in order pass the topics. You can adjust the passing parameters for a student based on the student's proficiency level and your expectations for that student. Adjusting the passing parameters does not affect the difficulty level of the questions; it only affects how well a student has to do to pass a topic. Please note: Since each topic has a different passing level, the options here are percentage points. You can find the default passing parameters by clicking on the grade on the left side of the screen, then choosing the subject. Once the page loads, you will see a list of the topics available for that subject. Under the column titled Passing Goal are the minimum requirements for getting a blue ribbon in that topic. The first number is the minimum number of questions that must be answered, and the second number is the minimum percentage that must be achieved.

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To adjust the passing parameters, Check the boxes to the left of the names you want to change. For the box next to 'Subject to Change', select which subject you would like to change. Then next to 'Passing Level', select the preferred percentage.

Passing parameters also include a "start date" which you can adjust. A situation may arise where one of your students is performing poorly, and you want them to start over. This feature allows you to do so without erasing all of his/her previous scores simply by adjusting his/her start date. Then, reports would only include statistics from sessions performed after the start date. Please note that you will still be able to access the students' old stats by using the filter feature on the reports.

To reset the start date, check the box next to the name of the student you want to reset, then scroll up to the top of the page. Select the new start date from the dropdown boxes and click on "Set Start Date."

Option 2 - Restrict Students to Easier or Harder Material: With this option, administrators can limit students to working on lower or higher grade level material. This is a great feature to use with special needs students. You also have the option of hiding the grade level to which students are restricted. For detailed instructions on restricting students, please see page 12 of this manual.

Reset High Scores

This feature allows you to reset the high score tables for the games. Resetting only affects your school's game scores; it will not adjust the overall Study Island test scores.

Printable User List

You will be able to print a roster of your students' usernames and passwords using this link. It is recommended that you print a user list for each classroom, so the teacher may have a list of all the students' passwords. You can do this by clicking the "View All Users" dropdown box at the top of the Printable Worksheet window and choosing the class. (If the students are required to change their password upon login, you should reprint the user list after a couple of weeks have passed to get the students' updated passwords.)

School Info

This feature allows you to change the school contact information. Please update this page if there is a change in staff or e-mail address, as this is the main contact information for your school. As stated at the top of the webpage, your information will not be distributed or sold to an outside party.

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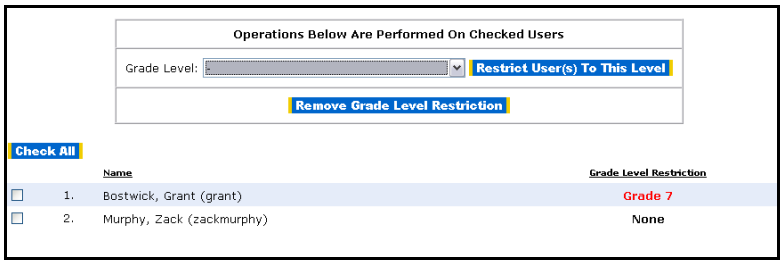
Alter Subjects

This feature gives you the option of rearranging or removing topics from a particular subject. When you alter a subject, for example 3rd grade Math, the changes go into effect for all users within your school. You can also add your Custom Material in as a Study Island topic on this screen.

Restrict Student Access

This feature allows you to restrict student access to a certain grade level. For example, you can restrict 7th graders to only have access to the 7th grade material. To restrict access, log into the Admin Page and click on the link in the Administrative Functions box titled 'Adjust Student Difficulty'. On the bottom half of the next screen under 'Option 2', select the class or grade level the student is in and click 'Next'. The next screen will allow you to check off the name of the student, then at the top you can select the grade to which you want to restrict access. Check the box for 'Hide Grade Level From User' if you wish and click on 'Restrict Users To This Level'.



Software Add-Ons

This link contains a list of software add-ons that some of our customers are using to add to the functionality of Study Island. Study Island provides this list as a service to its customers. Study Island is not affiliated with these products and does not offer support for these products. Please contact the specific software manufacturer for support.

Import Users

This link allows you to register students via an Excel or comma delimited text file. For detailed instructions, refer to page 5 of this handbook under the section titled "Getting Started (Step 2, Option 2)".

Export Users

This link allows you to export user data (first name, last name, grade, username, password, etc) into an Excel file. This is useful if you need to make a mass change to your users. You can export the students into an Excel file, make necessary changes, and then re-import them back into the program.

Export Stats

This feature allows you to export all student stats from Study Island. This is useful for those who wish to archive data between school years, build their own reporting engine, and/or load the data into a different system for reporting purposes.

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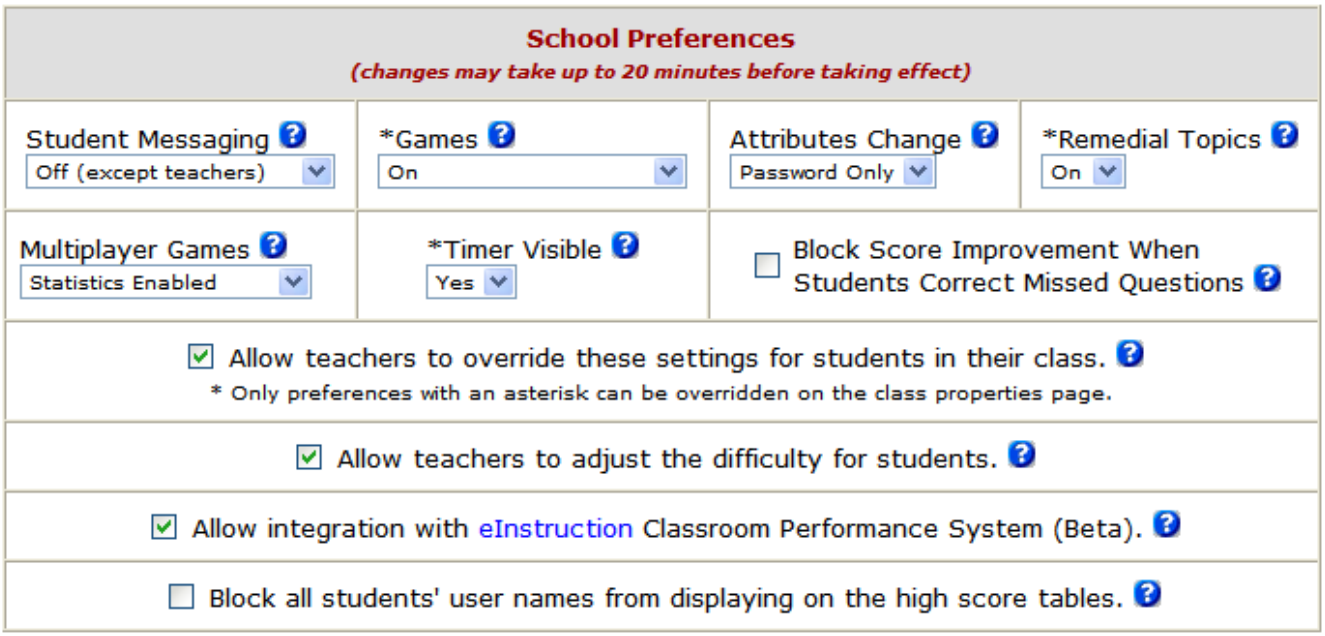
School Preferences Menu

The following features under the Global Settings box affect **all** Study Island students registered under your school's account.


School Preferences
(changes may take up to 20 minutes before taking effect)
Student Messaging
Off (except teachers)
*Games
On
Attributes Change
Password Only
*Remedial Topics
On
Multiplayer Games
Statistics Enabled
*Timer Visible
Yes
Block Score Improvement When Students Correct Missed Questions
Allow teachers to override these settings for students in their class.
* Only preferences with an asterisk can be overridden on the class properties page.
Allow teachers to adjust the difficulty for students.
Allow integration with eInstruction Classroom Performance System (Beta).
Block all students' user names from displaying on the high score tables.

Student Messaging

Study Island offers a messaging center where users can message the administrator, teachers, and students. This message feature is helpful in assigning homework or simply allowing the student to ask a question without being embarrassed. When the option is turned "Off (except teachers)", students will only be able to message the teachers and administrator. When the feature is turned to "Off (everyone)", students will not be able to send messages to anyone, including teachers and the administrator. In both of these cases where the setting is "Off", they are able to attempt sending a message to other students; however, upon clicking Send, they will be notified that their message was blocked. The "Off (during school hours)" option will automatically turn off the messaging between the hours of 8am and 4pm local time.

- **Profanity Check**

  When profanity is detected in a student's message, the message will be forwarded to the principal and administrator. The message will be blocked and will not be sent through to its intended recipient.

Games (On/Off)

Study Island enables students to learn using a standard multiple-choice format or an interactive game format. The games currently offered are: Swat, Sling Shot, Ski Jump, Bowling, Splat, Snake, Space, Bouncing, Maze, Chase, Cannon, Skateboard, and Egg Hunt. You have the option to turn off this function completely or to disable it during school hours. You can also select an option to allow access to the games only if the students achieve a certain cumulative score for a subject. For example, a student

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would only be able to access the games if their overall math score was at least 70%. In addition, it is important to note that the content of the games is the same as the content of the regular test mode. **Please note: Playing the games WILL affect the students' scores just as if they were taking a regular test session.** The percentage required to play the games is the overall, cumulative percentage for the entire subject, not just one topic or assignment. You can find the student's current overall percentage by going to the School Stats page and pulling an Individual Student Report, then scrolling all the way down to the bottom of the page.

Attributes Change (On/Off)

Students have the ability to change their attributes, such as username, password, user type, and school name. Here, you can choose whether the students will be allowed to change all of their information, none of the information, or their password only.

Remedial Topics or Building Block Topics (On/Off)

This feature allows you to turn the remedial or Building Block topics off and on. For more information on remedial topics, see the remedial topics section of the Reference Manual.

Multiplayer Games (On/Off)

When the games are turned on in a school's account, the students will have the option to play multiplayer games. When they do this, the scores will be applied ONLY to the user that is logged in on that computer. This feature allows you to enable the statistics, disable the statistics, or turn the multiplayer games off.

Timer Visible (On/Off)

This feature allows you to hide the timer that is displayed while the students are taking a test or game session. While the students do not see the timer if you hide it, the timer still records the time for reporting purposes. Please note that there is no time limit on questions or test sessions. Time is kept for reporting purposes only.

Block Score Improvement When Students Correct Missed Questions

As the students work through a session, their scores are recorded. When they have completed a session, they are able to go back through and redo any missed questions.

☑ Checked – When a student successfully retakes the missed question, their score will NOT improve.

☐ Unchecked – When a student successfully retakes the missed question, their score WILL improve.

Some teachers prefer not to allow score improvement in order to see the actual score the first time the student answers the questions.

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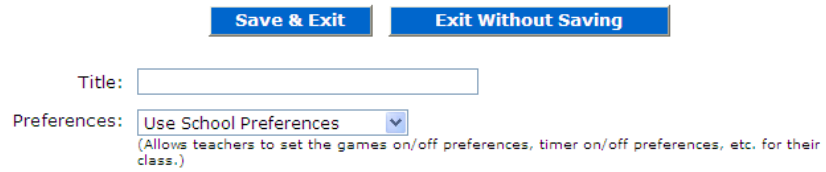
Allow Teachers to Override These Settings for Students in Their Class

When this box is checked, your teachers will be able to override the school's game setting, timer setting, and remedial topic setting.

Teachers can do so on the "Class Properties" page (located in the "Class Manager" section from the main menu) for their classes. If a student is in more than one class which has overridden the school preferences, the student's preferences will be set to the preferences for the class whose title is first alphabetically.


Save & Exit
Exit Without Saving
Title:
Preferences:
Use School Preferences
(Allows teachers to set the games on/off preferences, timer on/off preferences, etc. for their class.)

Teachers may use this to create different preferences for sub sets of students in their class by creating additional smaller classes and ordering the class titles alphabetically.

Allow Teachers to Adjust Student Difficulty for Students

When this box is checked, your teachers will be able to adjust the passing parameters for their students on their School Stats page. When teachers login, the first screen they see is the "School Stats" page. They'll then click on the "Adjust Difficulty Level" at the top of the screen to access the page where they can make the specific changes. For detailed instructions on how to adjust the difficulty level for students, refer to page 10 of this handbook. You can also click on the "Help" link in the top right corner of the screen after logging into Study Island for instructions.

Allow Integration with eInstruction Classroom Performance System (Beta)

When this box is checked, your teachers will be able to use their CPS classroom clickers with the Study Island program. Please note that your school will need to have already purchased the CPS program from eInstruction. To use CPS with our program, click on the grade level on the left side of the screen, then choose the subject. Once the page loads, check off the topic(s) you want to study, then click Start Studying in the upper right corner. On the next page, from the dropdown box by Session Type, choose CPS Session (beta), then choose the number of questions and click "Next". Choose the Class and match the students with clickers, then click "Next". You can also go to the Help page (click on Features once in Help) to find detailed instructions as well as system requirements to run CPS.

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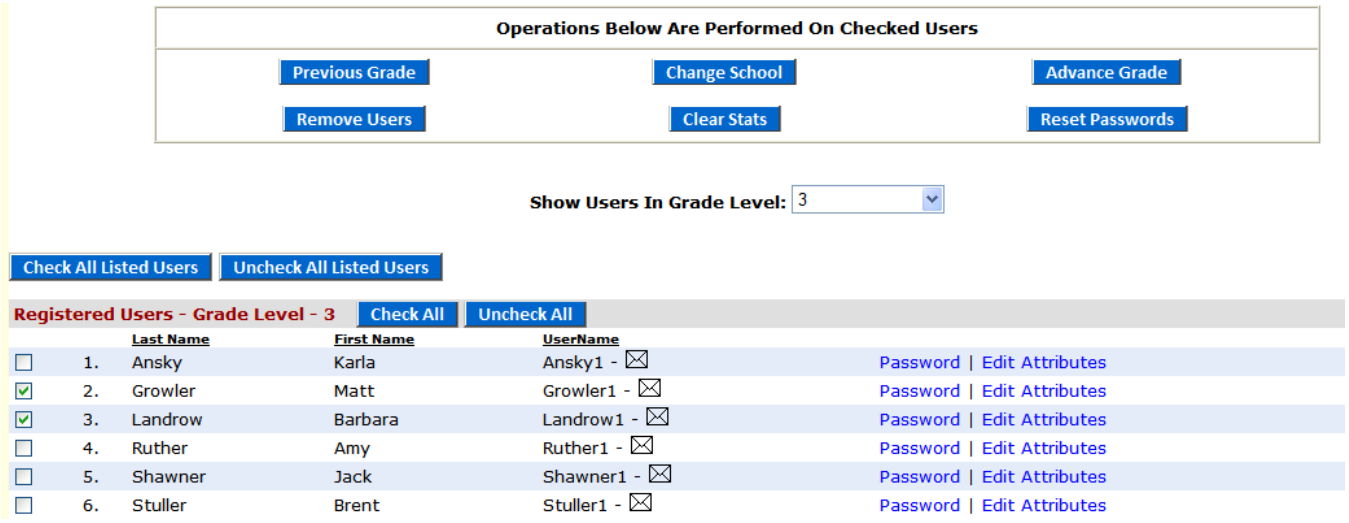
Operations Performed on Checked Users

On the Admin Page, once you select a grade from the "Show Users In Grade Level" drop-down menu at the bottom, a menu like the one below will appear. The following functions are performed by checking the boxes beside the registered users you wish to alter (as shown below), and then clicking the button of the function you wish to perform. Multiple students may be checked at one time.


Operations Below Are Performed On Checked Users
Previous Grade
Change School
Advance Grade
Remove Users
Clear Stats
Reset Passwords
Show Users In Grade Level: 3
Check All Listed Users
Uncheck All Listed Users
Registered Users - Grade Level - 3
Check All
Uncheck All
Last Name
First Name
UserName
1. Ansky Karla Ansky1 - Password | Edit Attributes
2. Growler Matt Growler1 - Password | Edit Attributes
3. Landrow Barbara Landrow1 - Password | Edit Attributes
4. Ruther Amy Ruther1 - Password | Edit Attributes
5. Shawner Jack Shawner1 - Password | Edit Attributes
6. Stuller Brent Stuller1 - Password | Edit Attributes

Previous Grade

This button allows you to send a student back a grade if the student is registered under the wrong grade or if held back a grade.

Change School

If a student is transferring to another school that is using Study Island, this button will allow you to transfer all of his/her scores to the new school. You will first need to notify the admin of the other school that you will be transferring students there. Please note that the admin for the school that the student is *leaving* must make the transfer, so if the student is transferring *into* your school, the admin for the other school will need to make the transfer. To complete the transfer, choose the new school from the dropdown box and click "Submit".

Advance Grade

At the end of the school year, you are able to advance your students to the next grade by simply checking the boxes beside their names and clicking the "Advance Grade" button. We recommend advancing the students starting with the highest grade level or selecting "All Users" to advance all users at one time.

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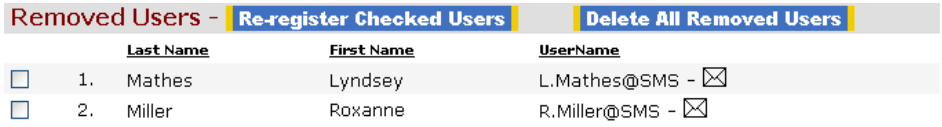
Remove Users

This allows you to remove users. Once removed, they will appear under the "Removed Users" section. Here, you will be able to re-register the students or permanently delete the users from the system. This ensures no accidental deletions. Once you are certain that you want to permanently delete the users, click Delete All Removed Users (see below).



Clear Stats

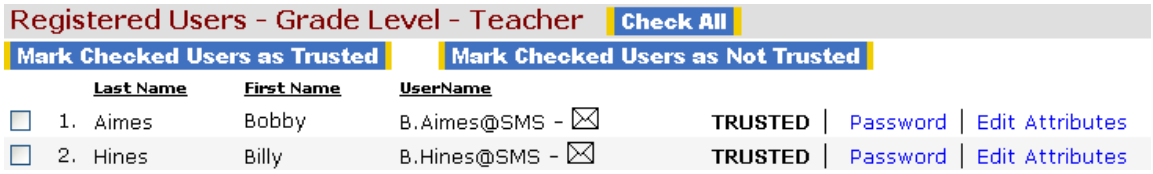
Choosing "Clear Stats" allows you to remove the statistics for one or multiple students. This function permanently deletes ALL of the user's statistics.

Reset Passwords

This will reset the passwords for multiple students at one time. Similar to when you first register the students, you will be prompted to establish a password and given the option to force password reset upon login. This feature is most useful when a group of students have forgotten their passwords.

Teachers – Trusted vs. Not Trusted

Administrators can choose whether or not to allow your teachers to view the school stats and student passwords. When registered, the teachers are automatically registered as "Trusted" users. This enables them to view the reports. In order to change their status to "Not Trusted," simply check the box beside their name and click the "Mark Checked Users as Not Trusted" button.


Registered Users - Grade Level - Teacher
Check All
Mark Checked Users as Trusted
Mark Checked Users as Not Trusted
Last Name
First Name
UserName
1. Aimes Bobby B.Aimes@SMS - TRUSTED | Password | Edit Attributes
2. Hines Billy B.Hines@SMS - TRUSTED | Password | Edit Attributes

Registered Users – Password and Edit Attributes

Each registered user has two links to the right of their name on the "Admin Page": Password and Edit Attributes. "**Password"** will enable the Administrator to view the user's password by simply rolling over the word or by clicking on the link. The "**Edit Attributes"** function allows you to update the user information such as username, password, grade level, and user type.

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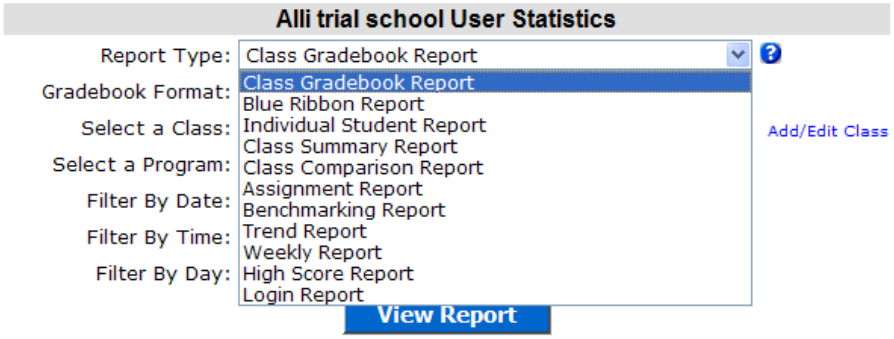
School Stats Page

The "School Stats" page is used to generate reports on student progress. You can access this page through the "School Stats" link on the left side of the screen once you are logged into Study Island. The Administrator, principal and teachers all have access to this page. Students do not have access to this page. Here, the teachers are able to run reports on their students and also view a copy of the 'Printable User List'. (See page 11 in the Reference Guide for a description of the various reports.)



Class Manager Page

Coming Soon: Advanced Teacher Features!

The "Class Manager" page allows the admin and teachers to create classes for students. You can use these classes to create assignments and to narrow the reports on the School Stats page. To **create a class**, click on 'Class Manager' on the left side of the screen. Create a class title at the top of the screen, then click 'Next'. On the next page at the top, set the teacher of the class as the owner. Then, where it says 'Add Users in Grade Level', select the grade of the students in the class. Check the boxes next to the names of the students you want to be in that class, then click on 'Save and Exit' at the bottom of the screen.

To **create an assignment**, log in and go to the Class Manager link on the left side of the screen. Find the class name for which you need to create the assignment on the Class Manager screen, and click on the link to the far right titled Class Page and Assignments. Click on the Add Assignment link, then on the next screen, select a start date and an end date for the assignment, and enter a title for the assignment. Click Add Classes if you would like to create the assignment for more than one class. Check off the classes for which you would like to include the assignment and click Done. Click on Add Topics. On the following screen, select the grade level and subject from which you'd like to draw topics, then click on the Next link. Check off the boxes to the left of the topics you'd like in the assignment (there must be at least one box checked.) When finished selecting, click on Select Checked Topics at the bottom of the screen. On the next page, click on Update Assignment at the bottom of the

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screen if everything looks correct. *Please note that you can now create assignments for individual students as well as for the entire class.* The page after that will have the assignment you created under the 'Class Assignments' section. The assignment will be grayed out. Click on the 'activate' link to the right of the assignment to make it viewable to students. Finally, at the top of the same page, next to Class Page Activated, make sure Yes is selected. That way, the students will be able to see the assignment.

Create New Topic Page

The "Create New Topic" page allows teachers and admins to create their own custom material for use in our program. Students can access this material by clicking "Custom Material" on the left side of the page. Also, admins can create a new Study Island topic out of the custom material to have it appear with all of the other Study Island topics by going to "Alter Subjects" on the admin page. If you create a new topic for the custom material, you can access stats on it through the reports on the "School Stats" page. For detailed instructions on creating Custom Material, please contact us at 800-419-3191, option 3.

Message Center

The "Message Center" page allows users to send messages to other Study Island users. Please see page 13 for further details.

My Attributes

The "My Attributes" page allows users to change their user information, including username, password, and other attributes. Please note that the admin can block attribute changes from the admin page.

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Study Island
Teacher Instructions

Dear Teacher,

Welcome! Your school has recently purchased Study Island, our online skills building program. To assure your success in using this program, we have included the basics to help you get started. Also, keep in mind that if you get stuck you can reach us at 800.419.3191, support@studyisland.com, or you can click on the "Live Support" link in the top left corner of your screen while logged into the program.

Enjoy!
Study Island Support

How Study Island Works:

- Every student and teacher has their own username and password.
- The program is divided into sections based on subject (math, reading, etc.).
- Each section is made up of approximately 15-30 topics, and each topic corresponds to a standard (or multiple related standards) from your state curriculum.
- Topics consist of a lesson and a bank of practice questions with explanations.
- It is helpful to view the lesson before answering the questions in the topic.

Goal of the Program:

The goal of the program is to get a blue ribbon, or "pass" every topic (denoted by). If a student passes every topic, he or she has demonstrated proficiency in all areas tested and is well prepared for the state test.

How to Get Started – For Students:

By the time you receive these instructions, your students should already have their usernames and passwords. (If not, contact the Study Island Administrator at your school.) Teachers, feel free to practice for yourself; your grades will not be counted toward the school statistics.

1. Go to www.studyisland.com in your web-browser.
2. Enter your username and password under the "Members Login Here:" section located on the left side of the screen.
3. Click on the subject tab.
4. Click on the word "Pretest" to begin if there is a pretest available. If there is no pretest for the subject, skip this and go to the next step.

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- You will need to complete at least 10 questions in the pretest in order to move on to the remainder of the subject.

5. After completing the pretest, you are ready to move on to the topics within the subject. For a multiple-topic test, check the box beside each topic and click "Start Studying" in the upper right corner.
6. You will receive a blue ribbon next to the topics you have passed and a red triangle next to the topics in which you need additional work.

In order to receive a blue ribbon, you will need to pass that topic. The passing requirements vary by topic and can be viewed on the topics screen under the column "Passing Goal." The "Your Results" column shows the score you currently have. Both columns show the number of questions or "items" you have taken in each topic and the corresponding "score."

You will receive this symbol next to a topic in which you need additional help. In most cases, you will be given access to a remedial topic.

Note: Ribbons are awarded based on a student's cumulative score for the topic. For example, if a student does multiple sessions in the same topic, his cumulative score is calculated as follows:

Session 1:	5 correct out of 10 attempted
Session 2:	3 correct out of 5 attempted
Session 3:	4 correct out of 5 attempted
Cumulative Score =	12 out of 20 = 60%

**Unanswered questions in a topic are disregarded. Students can end a session at any time by clicking END STUDY SESSION without a negative affect to their scores. They can return to that topic to complete the session at any time. Each time a Blue Ribbon is earned, students can simply click on the ribbon icon to print it.

7. After completing all of the topics in a subject, you can move to the "Post Test." The Post Test unlocks when you have completed *every* topic and have earned Blue Ribbons in all but 3 topics. Once the Post Test is complete, you will have passed the subject. You can go back at anytime and retake any areas with which you had difficulty.

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Features You Need To Know About:

Study Modes

There are four different modes for your study session. To access them, select the topic you want to study by checking the box next to the topic then clicking on Start Studying or by scrolling over and clicking on the topic link. On the next page, select the number of questions you'd like to take, then click on the dropdown box next to "Session Type". You will see the following modes:

- Test Mode – Standard multiple choice or short answer format. (By default, questions are in this mode. The number of questions will automatically default to the minimum number required to meet the passing parameter for that topic.) If you want this number changed, instruct your students to change it when they begin their work.
- CPS Session (beta) - Teachers will be able to use their CPS classroom clickers with the Study Island program. Please note that your school will need to have already purchased the CPS program from eInstruction to be able to use this feature. You can find complete instructions and system requirements online by clicking Help, then Features.
- Game Mode – There are many different games that your students can play. These games pull questions from the same item bank as the other modes. The difficulty level does not pertain to the questions but rather to the level at which the game is played.

  Remember: You have the option to control when your students access game mode. Some teachers use this as a reward for reaching a certain percentage, at the end of the week after topics have been reviewed, or for home usage only.
- Printable Worksheet – You can choose one or multiple topics by putting a check mark next to the topics you want to include on your worksheet. These can be used for homework, make-up work, tutorials, tests, reviews, transparencies, substitute plans, etc. The answers are at the bottom of the teacher copy. Students can print worksheets, but answers are not included!

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School Stats

When logged in as a teacher, you will immediately be defaulted to the "School Stats" page. On this page you can generate a variety of reports on student progress. You can view reports on the progress of your students in each topic by individual or class. Bar graphs can also be generated to show student progress compared to the school and state averages. (Additional information on each Study Island report is found starting on page 11 in the Study Island Reference Manual and online under the "Help" section.) We recommend taking a few minutes to familiarize yourself with the various reports to find the ones that will work best for you. Any of the reports run on the "School Stats" page can be filtered by date and set up as an automatic email sent each week.

Printable User List - On the School Stats Page you have the ability to print a user list with usernames and passwords. Just click Printable User List at the top of the page. You can view the entire school roster or by class. This is an easy way to look up a student's password if they forget.

Adjust Passing Parameters - The "Adjust Passing Parameters" feature enables you to adjust the percentage that a student needs to achieve in order pass the topics. You can adjust the passing parameters for a student based on the student's proficiency level and your expectations for that student. Adjusting the passing parameters does not affect the difficulty level of the questions; it only affects how well a student has to do to pass a topic. To adjust passing parameters, go to your School Stats page and click on 'Adjust Difficulty Level'. Under Option 1, select the Program, then the Class, and click 'Next'. Check the boxes to the left of the names you want to change. For the box next to 'Subject to Change', select which subject you would like to change. Then, from the dropdown box next to 'Passing Level,' select the level you would prefer. When finished, click on 'Set Passing Level'.

Please note: Since each topic has a different passing level, the options here are percentage points. You can find the default passing parameters by clicking on the grade on the left side of the screen, then choosing the subject. Once the page loads, you will see a list of the topics available for that subject. Under the column titled Passing Goal are the minimum requirements for getting a blue ribbon in that topic. The first number is the minimum number of questions that must be answered, and the second number is the minimum percentage that must be achieved.

Passing parameters also include a "start date" which you can adjust. A situation may arise where one of your students is performing poorly, and you want them to start over. This feature allows you to do so without erasing all of his/her previous scores simply by adjusting his/her start date. Then, reports would only include statistics from sessions performed after the start date. Please note that you will still be able to access the students' old stats by using the filter feature on the reports.

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Restrict Student Access - This feature allows you to restrict student access to a certain grade level. For example, you can restrict 7th graders to only have access to the 7th grade material. To restrict access, click 'Adjust Difficulty Level' at the top of the page. On the bottom half of the next screen under 'Option 2', select the class or grade level the student is in and click 'Next'. The next screen will allow you to check off the name of the student, then at the top you can select the grade to which you want to restrict access. Check the box for 'Hide Grade Level From User' if you wish and click on 'Restrict users to this level'.

Class Manager

Study Island enables teachers to group their students into a specific class.

- Why would you want to do this?
  - It makes viewing student progress easier
  - It allows teachers to see class averages
  - It allows teachers to send messages to all students in their class
  - It allows teachers to make class pages and class assignments
- How do you group students into classes?
  - Login under your teacher username, and click on "Class Manager" on the left side of the screen
  - Type the name of the class in the "Class Title" box, and click "Next"
  - Click on the dropdown box next to "Add Users In Grade Level:" and select the grade level of the students you wish to add
  - Check-off the students you wish to add to the class
  - Scroll to the top of the screen and click "Save and Exit"

Note: Classes are simply groupings. A student can be in more than one class at a time and you can create as many classes as you want.

Class Pages & Assignments – Teachers have the option of creating custom "Class Pages" which can include class assignments, the class schedule, class notes, and class links. Class assignments allow teachers to assign specific Study Island topics to students on specific dates. A custom "Class Page" is created from "Class Manager", which can be accessed by clicking the "Class Manager" link on the left side of the screen. To **create an assignment**, log in and go to the Class Manager link on the left side of the screen. Find the class name you need to create the assignment for on the Class Manager screen, and click on the link to the far right titled Class Page and Assignments. Click on the Add Assignment link, then on the next screen, select a start date and an end date for the assignment, and enter a title for the assignment. Click Add Classes if you would like to create the assignment for more than one class. Check off the classes for which you would like to include the assignment and click Done. Click on Add Topics. On the following screen, select the grade level and subject from

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which you'd like to draw topics, then click on the Next link. Check off the boxes to the left of the topics you'd like in the assignment (there must be at least one box checked.) When finished selecting, click on Select Checked Topics at the bottom of the screen. On the next page, click on Update Assignment at the bottom of the screen if everything looks correct. The page after that will have the assignment you created under the 'Class Assignments' section. The assignment will be grayed out. Click on the 'activate' link to the right of the assignment to make it viewable to students. Finally, at the top of the same page, next to Class Page Activated, make sure Yes is selected. That way, the students will be able to see the assignment. (Complete instructions on Class Pages and Class Assignments can also be found in the Study Island Reference Manual which is available online under the "Help" section.)

Create New Topic

The "Create New Topic" page allows teachers and admins to create their own custom material for use in our program. Students can access this material by clicking "Custom Material" on the left side of the page.

Message Center

Study Island messaging enables students and teachers to communicate with each other. Sending and receiving of Study Island messages can be done from the "Message Center," which is accessible by clicking the "Message Center" link on the left side of the page once you are logged into the program. Once inside the "Message Center," you have the ability to read messages and send messages to individual users or classes. Throughout the program there are envelope icons (✉) next to usernames that can be clicked if you desire to send a Study Island message to that user.

My Attributes

The "My Attributes" page allows users to change their user information, including username, password, and other attributes. Please note that the admin can block attribute changes from the admin page.

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Working Study Island into Your Class Activities:

The following will give you some ideas of how to use Study Island. Keep in mind, the more time your students spend on Study Island, the better prepared they will be to succeed on your state test.

Class Time – You may want to allow the students class time to use Study Island. This gives you the most control and supervision. If there are not enough computers for each student, try assigning groups to rotate using the program.

Homework – Since Study Island can be accessed from any computer with an Internet connection, some teachers choose to make Study Island homework.

Extra Credit – Offer additional points for completing a section in the program.

Review Previous Material - At the beginning of the year, allow your grade-level students to use the prior grade level's topics as a review if it is available with your subscription.

Class Lessons - If your classroom has a projection device, Study Island can be used as a whole class lesson by connecting the projector to a computer and projecting the Study Island website.

Review Problem Areas - After students have completed various topics, use the reports to find the low-scoring areas per student or per class. You can use Study Island to review as a whole group, one-on-one, or small group. (The Suggested Topics Report in the Class Summary Report is a great one to try.)

Printable Worksheet - Use the Printable Worksheet mode to create a transparency, test, review, tutorial, or substitute lesson plan. You can also make games by printing the worksheet and cutting the questions into strips.

Tutorials - Study Island provides great tutorial material. Students can utilize the program before or after school. If your subscription allows, it can be a major part of summer school or suggested to parents as a means to review over the summer.

Here are some fun ideas from a few of our schools:

King's Court – The students with the highest percentage through the program or most blue ribbons are awarded the titles of King, Queen, Prince, Princess, Duke, and Duchess, with the King and Queen having the highest scores. These particular students are given special privileges throughout their reign. (The length of the "reign" is up to you.)

High Score Bulletin Board, Internal TV Broadcasts, and PA Announcements – Study Island highest scorers of the week are posted or announced.

Island Party – Students are awarded leis after passing all of the topics, and the class is awarded an Island Party after all students have completed the program.

Certificate of Completion – There is an example of a certificate on page 32 of this manual that signifies completion of the program. You can also access an award certificate for each topic mastered by clicking on the blue ribbon icon ( ) to the left of the topic while logged into a student's account.

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Parent Letter

The letter below is an example of one that you can send home to the parents of your students to introduce Study Island. We suggest sending the letter below as well as instructions for use which are located on the next page.

Note: There is a Spanish version of the Parent Letter and instructions on getting started at home on pages 29-31.

Dear Parent,

Our school now has access to a great resource for preparing our kids for the state standardized tests. We have purchased a building license for a web-based program called Study Island. If you have Internet access, your child can access Study Island from home as well as school to prepare for the state assessments. Study Island has increased security features site-wide to provide greater peace of mind.

The enclosed sheet provides an overview of the program. We are excited about the potential benefits this program can bring to our students, and we encourage you to take advantage of this opportunity by using Study Island. Please feel free to contact Study Island at 800-419-3191 or support@studyisland.com if you have any questions.

Sincerely,

Principal

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Using Study Island from Home

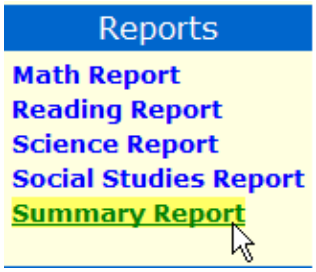
Since the Study Island state assessment program is completely web-based, students can access it from any computer with an Internet connection and a standard web browser. Results from student study sessions are recorded and made available to the teachers. This includes results from sessions completed at home. The program is divided into sections based on subject (math, reading, etc.). Each section is made up of 10 to 25 **topics**, which contain about 20 to 25 questions each. Most topics are accompanied by a **lesson**, which includes some brief information about the material covered by the questions in the topics. It is helpful to view the lesson before answering the questions in the topic.

Follow the instructions below to use the program:

1. Go to www.studyisland.com.
2. Enter your username and password at the upper-left side of the screen, and click "Login". Students will receive a username and password from their teacher at school.
3. Click on the section tab (math, reading, etc).
4. If this is the first time you are using the program, click the word "Pretest" to begin the pretest for the section. **You must complete 10 pretest questions to unlock the rest of the content in the subject.** If there is no pretest option, or if you have already taken the pretest, feel free to move on to the other content topics.
5. Once you have completed the "Pretest," you may work through the remainder of the topics in any order you like. You must **"pass"** all topics before taking the "Post Test".
6. To **pass** a topic, you must satisfy the group's passing requirements which are based a minimum number of questions answered (usually 10) and a minimum percentage correct (around 70%). A blue ribbon icon is displayed next to all passed topics.
7. Once you have passed all the topics in the section, you have to pass the "Post Test" for the section before it is complete. Ignore this step if the section has no "Post Test".
8. When you pass all topics in all sections, you have completed the program and will be well prepared to take the state test.

To access the Reports:

1. After your child has logged in, select a subject from the left-hand side of the screen to access the reports. (See the screen shot below.)



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Estimados padres:

Nuestra escuela ahora tiene acceso a un recurso magnífico para ayudar a su hijo/a a aprender las normas academicas que se están comprobados en un examen estandardizado. Hemos comprado una licencia de edificio para un programa basado en el Internet que se llama La Isla de Estudio (Study Island). Este programa es accesible a los estudiantes en la escuela o en casa. Si Usted tiene acceso al Internet en casa, su hijo/a puede conseguir acceso a nuestro programa para continuar su progreso academico.

La hoja adjunta provee una vista general del programa. Estamos emocionados acerca de los beneficios potenciales que este programa puede traer a nuestros estudiantes, y nosotros les animamos a Uds. como padres a aprovechar de la oportunidad de usar La Isla del Estudio. Por favor, comunique con nosotros por telefono al 800-419-3191 o por correo electronico en support@studyisland.com si Ud. tiene cualquier pregunta.

Atentamente,

El director

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Usando Study Island en casa

Como que el programa de preparación del examen estandardizado está basado en el Internet, Study Island es accessible en cualquier computadora que tiene acceso al Internet (usando Internet Explorer o Netscape). Los resultos de las prácticas de estudiar están marcadas y están disponibles para los maestros. Se incluyen los resultos de las prácticas hechas en casa.

El programa está dividido en secciones de sujeto (las matematicas, la lectura, etc.). Cada sección tiene entre 10-25 **grupos de preguntas,** que contienen más o menos 10-15 preguntas para cada grupo. Muchos grupos de preguntas están acompañados con una **lección**, que incluye un poco de información sobre lo que va a estudiar el estudiante. Es buena idea a ver la lección antes de contester las preguntas en el grupo de preguntas.

Sigue las instrucciones abajo para usar el programa:

1. Ven al sitio del Internet www.studyisland.com

2. Pon su "username" y "password" en la izquierda superior y haz clic en "Login"
   ***Noticia: Su hijo/a recibirá "username" y "password" de su maestro/a.**

3. Haz clic en la sección en que su hijo/a tiene que estudiar, la lectura o las mátematicas (**Reading, Math).**

4. Haz clic en "Pretest" **si es la primera vez que su hijo/a está usando el programa.** Usualmente, el/la maestro/a dirá a su hijo/a lo que tiene que hacer en el programa. **El estudiante no puede pasar a los otros grupos de preguntas hasta que ha hecho al menos que 10 preguntas en el "Pretest".**

5. Ya que terminó el "Pretest", el estudiante puede trabajar con el resto de los grupos de preguntas, en cualquier orden. El estudiante debe pasar todos los grupos de preguntas antes de tomar el "Post Test". Preguntele al maestro si Ud. no está seguro lo que debe hacer su hijo/a.

*** Para pasar un grupo de preguntas, el estudiante tiene que aprovechar el mínimo de pasar. Los mínimos de pasar están basados en un numero mínimo de preguntas contestados (usualmente 10) y en un mínimo porcentaje corecto (aproximadamente 70%). Un dibujito de un premio azul aparece al lado de los grupos de preguntas que el estudiante ha pasado.**

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6. Ya que el estudiante ha pasado todos los grupos de preguntas en la sección, el/ella tiene que pasar el "Post Test" para la sección antes de la sección este completa. Si la sección NO tiene un "Post Test" significa que no es necesario.

7. Cuando el estudiante ha pasado todos los grupos de preguntas en todas las secciones, el/ella ha terminado/a el programa de Study Island. ¡Ya su estudiante está listo para el examen estandardizado!

Para acceso a los informes de progreso:

1. Despues de que su hijo/a ha entrado al sistema con su identificación de usuario, elege en sujeto al lado izquierdo de la pantalla para ver a los informes.
2. Aqui Ud. encontrará a una variedad de informes de progreso con información como cuanto tiempo ha pasado su hijo/a en cualquier sujeto, como se usa el tiempo, y las preguntas que se han equivocados. Tambien Ud. podra comparar el progreso de su hijo/a con otros estudiantes en su clase y en el estado de California. Usted puede elegir informes de progreso de un sujeto, o en la forma de resumen para ver todos los sujetos.

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